



PERSONAL STUDY POLICY

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Research has shown that the setting of home learning for pupils in secondary school is a benefit to their learning. Pupils at St Bede's who go through to year 11 with a good attitude towards personal study are likely to make good progress

1. Aim

To ensure that Personal Study consistently contributes to the promotion of high-quality learning and progress.

2. Objectives

- To ensure that all pupils receive their full entitlement to Personal Study
- To ensure that Personal Study contributes to the development of sound study habits
- To foster the development of a partnership in learning between pupil, parent and teacher

3. Rationale - Personal study is set for the following reasons

- To help pupils make more rapid progress in their learning
- To develop the skill of learning independently
- To develop and extend skills learned in the classroom
- To provide opportunities to extend learning through long term research or investigation
- To allow pupils to use materials and other sources not always available in the classroom
- To involve parents and others in the pupils' learning
- To provide valuable experience of managing time and working to deadlines

4. Effective Personal Study

To be effective Personal Study should be:

- varied and interesting
- appropriate to the needs and abilities of the pupil
- well-explained with a clear purpose understood by all
- recognised and rewarded through prompt, meaningful and helpful feedback
- linked to pupil progress
- manageable within the allocated time for the pupil to complete and the teacher to provide feedback

4.1 Personal study - Type of tasks set

Tasks set for Personal Study are often for one of the following reasons:

- Retrieval practice
- Pre-learning tasks
- Reading

Retrieval practice

This is important because it requires students to recall previously learnt knowledge, doing this creates stronger memory traces and the likelihood that the information will be transferred to the long-term memory is increased.

Pre-learning tasks

Pre-learning activities are aimed at helping students to develop pupils' curiosity and interest before learning new material. It is often an opportunity to introduce new vocabulary and ideas.

Reading

Reading has many benefits. Not only can it be relaxing and calming, it has many educational benefits;

- Improves vocabulary
- Better comprehension skills
- Improves memory
- Improves writing skills
- Improves performance at school, in all subjects not just English!

Class Charts

St Bede's sets Personal Study for pupils through an online programme. This enables pupils to have detailed resources provided for them to complete a range of Personal Study and allows parents and carers to see clearly what Personal Study has been set and to support their child.

5. Expectations

5.1 Pupils are expected to:

- use Class Charts to access Personal Study
- complete all Personal Study to the best of their ability and within the time allowed
- complete Personal Study missed as a result of short-term absence from school
- ask for help before the deadline if they are experiencing difficulty
- present their work to a high standard

5.2 Parents and carers are expected to:

- regularly check their child's Personal Study on Class Charts
- check that Personal Study has been completed
- support their child by talking about the Personal Study that has been set

5.3 Prep tutors are expected to:

- encourage pupils to complete their Personal Study, particularly if there are concerns
- report any concerns or comments to the relevant College Leaders or Academic Leaders

5.4 Teachers are expected to:

- ensure that Personal Study is set according to the published Personal Study timetable (including through planned absence)
- upload Personal Study according to the Personal Study timetable onto Class Charts
- ensure that Personal Study is appropriately challenging
- monitor the completion of Personal Study and the quality of work produced and take action when Personal Study is not done or is of poor quality
- insist that work is repeated when the standard of presentation is poor or if it is below the standard of which the pupil is capable
- keep a record of non-completion of Personal Study and report this through the assessment cycle
- inform parents through the blue notebooks or a phone call home if Personal Study is regularly missed
- keep a record of all Personal Study set on Class Charts
- ensure that instructions about the Personal Study are clear to pupils

5.5 Subject Leaders are expected to:

- ensure that Personal Study for their subject(s) is set in line with the whole school homework policy
- monitor the setting of Personal Study on Class Charts and keep a record of when this monitoring is carried out and take appropriate action as necessary

5.6 The Leadership Team are expected to:

- ensure all pupils are given an induction in how to use Class Charts
- ensure that the whole school Personal Study policy is fully implemented
- ensure a Personal Study timetable is set for each class
- monitor the setting of Personal Study on Class Charts and the appropriateness of tasks, providing feedback to Subject Leaders on the outcomes
- evaluate the impact of this policy on the quality of learning and progress

6. Guidelines

Although it is difficult to know exactly how long a task will take every member of a class to complete, the tables below are a guideline to the amount of personal study set by each subject for pupils in different year groups.

In years 7-9 pupils will have one task each night. In years 10 and 11 pupils will have one or two subjects each night. They will have approximately one week to complete the task. Pupils should complete the tasks in full and with maximum effort.

Years 7-9

SUBJECT	PERSONAL STUDY TIME
Maths, English, Science	90 Minutes per fortnight
RE, Spanish, History, Geography	60 Minutes per fortnight
Music, Art, Drama, DT, ICT	60 minutes per half term
PE	Occasional

Years 10-11

SUBJECT	PERSONAL STUDY TIME
Maths, English, Science	120 Minutes per fortnight
RE, Spanish, History, Geography	90 Minutes per fortnight
Music, Art, Drama, DT, ICT, GCSE PE	60 minutes per fortnight

In addition to the set pieces of Personal Study we would appreciate parents encouraging pupils to read daily and use Sparxmaths.com for extra Maths study. All pupils have a login for this.

Independent learning

SUBJECT	PERSONAL STUDY TIME
Reading	Minimum of 20 minutes per night
Maths - Sparx	60 Minutes per week

Please note, this does not include the preparation time pupils are required to complete for assessments, mock exams or final GCSE examinations. At these times it will be necessary for pupils to complete extra tasks to ensure they are fully prepared. Departments will provide pupils with revision materials to support them in their preparation.